

## Application for a Pitch on a KCC Owned Site

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The Council's application form must be completed for all new applicants and existing licensees wishing to apply for a pitch. All applications made on the Council's form will be considered.

Should you require any help or support with applying for a pitch, you can contact:

- KCC GRT Resident Service on 03000 421567 and we will be able to assist with completing the forms and explaining the evidence required, and provide free of charge advice and information about the right to make an application, or
- Friends, Families and Travellers provide a national helpline on 01273 234 777, which provides support with applying for a pitch, or
- Your local Citizens Advice Bureau on 0800 144 8848

Care should be taken when filling out this application form, and all information provided must be true and correct. Where false or misleading information is provided **at any time** during the allocation process, the application will be refused/stopped and may be subject to criminal investigation for offences under the Fraud Act 2006.

Completed application forms must be submitted to the KCC GRT Resident Service, either online, by email to [gypsy.traveller@kent.gov.uk](mailto:gypsy.traveller@kent.gov.uk) or by post to:

KCC GRT Resident Service.  
Invicta House  
County Hall  
Maidstone  
Kent ME14 1XX

It is your (the applicants) responsibility to ensure you keep KCC updated of any changes in your contact details or any changes in circumstances (including but not limited to children, education arrangements, medical conditions, criminal convictions).

## Consents

Please read each statement in full, and check the box to confirm acceptance:

- The information I will give about myself, and my family members is true to the best of my knowledge. I understand that any false or misleading information I give may lead to prosecution for a criminal offence, my application will be deleted, and I may be evicted from the pitch I have been allocated
- KCC GRT Residents Service complies with the Data Protection Act 2018. I have read and understood the privacy notice which explains how me, and my family members personal information is held and processed.
- I can confirm that all my family members know their personal details have been included in my application and they all understand how their information will be held and processed by KCC GRT Residents Service
- I give permission for the KCC GRT Residents Service to carry out verification checks on all information I have provided in the application, and to complete appropriate background checks on myself and all members of my family who will be residing with me. I understand that KCC GRT Residents Service will treat the information received in this process about myself and my family members in confidence.
- I understand that I am responsible for telling KCC GRT Residents Service about any changes to me and my family members personal circumstances throughout the application process and whilst on the Waiting List.

**Signed:**

**Name:**

**Date:**

## 1. About You

Name of Applicant (including any other names by which known)	
Surname	First Names
Date of Birth	National Insurance Number
Contact Phone Number	
Contact Email Address	
Name of Person Completing This Form (if different from main applicant)	

Current Address		
How long at this address	Years	Months
Is this your contact address?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please provide contact address		
If you have lived at this address for less than 5 years, please provide all previous addresses and dates below		
Previous Address	From	To

Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Other		
Partner			
Name		Date of Birth	
National Insurance Number			
Will your partner be living with you on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

To which ethnic group do you belong?	
Gypsy/Roma	
Traveller of Irish Heritage	
Scottish Traveller	
Other (please specify)	

## 2. Current Address/Location

What kind of accommodation is your current address? E.g. mobile home, house, homeless
Who owns the property/site:
Please provide contact details for Local Authority/Landlord
Do you have to move from your present location for any reason?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please detail reasons and provide supporting evidence:

Is your current accommodation unsuitable for any of the following reasons:

**Problems with Existing Accommodation (can score up to 40 points)**

- Overcrowding – there is not enough room
- Unauthorised site without useable toilets and washing facilities
- Unauthorised private site
- Temporary accommodation – cannot stay long term
- Not culturally suitable

**Poor or Absent Facilities (can score up to 60 points)**

- Lack of water supply
- Lack of toilet
- No bathing or showering facilities

**Security of Tenure (can score up to 25 points)**

- I am being evicted through no fault of my own
- I have been given notice to quit through no fault of my own
- I am being evicted for my behaviour (misuse/breach of agreement/misconduct)

**Welfare Considerations (can score up to 40 points)**

- It is not safe for me/my family to remain
- I am at risk of violence, intimidation, harassment through no fault of my own
- I am escaping violence, intimidation, harassment through no fault of my own
- I am required to support or care for a relative

If you have answered yes to any of the above, please give full details and provide supporting evidence:

If you have been travelling in the last 5 years (for more than 50% of the time), please provide a summary of your travelling patterns

### 3. Your Application for a Pitch

Which site(s) are you applying for: (please tick next to each site)	
Aylesham Caravan Site, Snowdon, Dover	
Barnfield Caravan Park, Ash, Sevenoaks	
Coldharbour Caravan Site, London Road, Aylesford	
Greenbridge Caravan Site, Canterbury	
Polhill Caravan Park, Dunton Green, Sevenoaks	
Three Lakes Caravan Park, Sittingbourne	
Windmill Caravan Park, West Malling	
Any/all of the sites above	

Do you have the right to remain in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### 4. Local Connections

Do you have close family living in Kent? (grandparents, parents, children, or siblings)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide their details below and how long they have lived in Kent for:	
Do you have any connections to the site(s) you are applying for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details below:	

### 5. Familial Arrangements (can score points for all those living with you)

Please list <b>all</b> people in your household who will be living with you on the site				
Surname	First Name	Date of Birth	National Insurance Number	Relationship to You

If you're application is successful, and you are offered a pitch, only the names of the people you have listed here will be permitted to live with you

Are you, or any person listed above, pregnant? (can score up to 15 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

### 6. Medical Needs (can score up to 100 points)

Do you, or any person listed above, have complex medical needs? (evidence must be provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Do you have medical conditions falling into any of the categories below? (Evidence must be provided by a medical professional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. I have a life limiting illness, which means that I cannot complete basic welfare/daily tasks. I have a carer / care plan in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. I have significant health problems. I have or am likely to frequently have an inability to carry out personal care or domestic routines now and in future.	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. I have an inability to carry out the majority of personal care/domestic routines, most of the time. I may need help from family on occasion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
D. I have a recognised medical condition but it does not limit my daily activities or personal welfare on a daily basis.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered yes to any of the above conditions, please give full details:	

Are you a carer for any person listed above? (Evidence must be provided) (can score up to 30 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Is any person listed above a carer for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	



## 7. Education Arrangements (points can be scored for every child in school)

Please provide details for any of the people listed above who are in school? Evidence must be provided			
Name	Name of School	Address of School	Is this a special education school?

Do you, or any person listed above, have a social worker assigned to you by a Local Authority? Evidence must be provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

## 8. Other

Do you have any pets that you would like to live with you on site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please detail below:	
Pet	Number
Dogs	
Cats	
Horses	
Chickens	
Other - please detail below:	

## 9. Accommodation Arrangements

Do you have a caravan or a mobile home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
If you do not, and you are successful in getting a pitch, where/how do you intend to get a mobile home?	

Do you, or any person listed above, own any other property, land, mobile/static home in the UK or abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

## 10. Financial Arrangements

Are you, or any person listed above, employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Are you, or any person listed above, self-employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Do you have a bank account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other sources of income? i.e. rental income, pension etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details and amounts	

How will you be paying for your pitch rent?

- Universal Credit
- Housing benefit
- Rent (income from employment)
- Rent (other income) – Please specify source of income:

Please list all state benefits and other income which you or any person listed above receive per week:

Employment support/job seekers allowance	£
Universal credit	£
Wages from paid employment	£
Working Families Tax Credit	£
Disability Living Allowance	£
PIP	£
Child Benefit	£
Child Tax Credit	£
Maintenance from spouse	£
Pension credit	£
State pension	£
Other – please detail	£
	£

## 11. Declarations

Have you, or any person listed above, ever been a resident previously on any site owned/managed by KCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, previously applied for a pitch on a site owned/managed by KCC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, ever had an application for accommodation refused?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Have you, or any person listed above, been convicted of a violent offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, been convicted of a drug related offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Do you, or any person listed above, have any criminal actions pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Have you, or any person listed above, used or displayed threatening behaviour towards an officer of the Council or other agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, been convicted of or been subject to an injunction for threatening behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	
Have you, or any person listed above, been issue with a breach notice or notice to quit by a Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Are you, or any person listed above, in debt with housing related costs to a Council or supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:	

Please provide any details of welfare issues that the KCC GRT Residents Service should take into account when considering your application. For example, any support with reading and writing, completing form, applying for benefits etc.

Please provide any further information which you feel should be known in support of your application.

## 12. Supporting Documents

You must provide all and any documents that support your application. Please tick all that you have provided with your completed application form:

Document	Provided	Office Use Only - Received
Photographic ID for you as main applicant (birth certificate and driving licence or passport)		
Photographic ID for joint applicant (birth certificate and driving licence or passport)		
Photographic ID for any children/family members over 18 who will be residing with you		
Birth certificates for all children		
Proof of current address		
Proof of eviction from current address		
Proof of safety concerns for your current address (such as police reference numbers)		
Evidence of pregnancy		
Evidence of medical conditions (such as doctors or hospital letter)		
Proof of carer status		
Proof of education arrangements (such as letter from school/Local Authority)		
Evidence of social worker arrangements		
Proof of all income and benefit payments (such as letters from providers, bank statements, pension statements, statements of savings accounts)		
Evidence of any criminal records		
Evidence of any breaches/warning letters issued by previous landlords		

If you have any questions or are unable to provide any of these supporting documents, please contact the KCC GRT Resident Service on 03000 421567 for further advice and support with providing documents.

Supporting documents **must** be provided with the application form for **you as the applicant, and any person intending to live with you**. These documents are used to ensure that all decisions are made based on information and fact.

These must be original copies and must include:

- Proof of Identity – this could be a birth certificate, driving license, or passport, or any other paperwork listed as acceptable in the [Government's guide for right to rent checks](#)

Other documents that should be provided depending on your circumstances can include:

- Proof of current/last address – this can be a utility bill, bank statement, council tax bill dated within last 3 months (if applicable)
- Proof of family – this can be birth certificates, child benefit information, income support details, or council tax letter to show family
- Evidence of receipt of any benefits – this can be housing benefit/universal credit/tax credit/child benefit
- Details of school for children and special education needs
- Access to other local services – this can be a letter or email from another local service (for example, social services)
- Evidence of eviction/homelessness – this can be a letter or email showing you have been evicted
- Evidence of safety concerns – this can be details of incidents, crime reference numbers, or similar
- Evidence of carer arrangements – this can be a letter from a medical professional or community health worker, or showing you are in receipt of carers allowance
- Information about medical conditions – this can be a doctor's letters, medical records, hospital letter
- Information about criminal records – this can be details of previous incidents, or letters from Police